

MILPERSMAN 1306-1714

AVAILABILITY PROCESSING – DATA ITEM DESCRIPTIONS AND DEFINITIONS FOR REPORT SUBMISSIONS

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1. **Data Items.** This article provides detailed descriptions and instructions of availability (AVAIL) report data items submitted through the Navy Standard Integrated Personnel System (NSIPS), Enlisted Assignment Information System (EAIS), Navy general administrative message, e-mail, and letter. Only personnel authorized by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40) can enter AVAILs through EAIS approved by NAVPERSCOM (PERS-40). Also refer to the NSIPS users guide and NSIPS help screens for detailed descriptions and instructions for submission of AVAILs through NSIPS, except for temporary limited duty (LIMDU), pregnancy, and other specific class AVAILs defined in other MILPERSMAN articles under the 1306-1700 series.

2. **Definition and Instructions of Data Entries.** AVAIL entries provide data necessary to move a Sailor to the right duty station or training command.

3. **General Data.** Required on all AVAIL reports regardless of how they are submitted, except as otherwise defined. AVAIL entries are as follows:

(a) **Social Security Number (SSN):** Automatically reflects when entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: XXX-XX-1111 (when submitted by Navy message, e-mail, or letter).

(b) **Name (Last, First, Middle).** Automatically reflects when SSN is entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: SAILOR, IAM SHIPPY (when submitted by Navy message, e-mail, or letter).

(c) **Unit Identification Code (UIC).** Automatically reflects when SSN is entered on the left of the screen under EAIS and is prefilled under NSIPS once member has been gained onboard.

Example: 03135 (when submitted by Navy message, e-mail, or letter).

(d) **AVAIL Rate:** The rate member will be when available for transfer. This includes personnel authorized to be advanced to the next higher pay grade (selectee or advancement increment). For reporting school graduates, indicate the rate to be obtained by successful completion of the course, (e.g., member in pay grade E-3 attending a class "A" personnel specialist course, AVAIL rate will be entered as "PSSN". This also applies to personnel attending conversion courses. Do not include special program indicators such as (NF) for nuclear field personnel or special designators such as (SW) for surface warfare.

Example: PSSN, CS3, or FC2.

(e) **Expected Navy Enlisted Classification (ENEC).** Enter additional Navy enlisted classification (NEC) qualification, including NEC recommended by enlisted classification unit or NEC to be earned as a result of course completion. If none, enter "0000." For school graduates who receive designation upon graduation and will no longer be assigned a defense group or conversion NEC, enter "0000."

Example: ENEC: 0000 or ENEC: 9585.

(f) **AVAIL Date:** The date the individual will be available for transfer to a new duty station. For assignment to LIMDU status, the AVAIL date will be the date of the medical board which is found in block 15 of NAVMED 6100/1 or on the abbreviated medical evaluation board report cover sheet. For returned to duty (RTD) from a LIMDU status, the AVAIL date will be the date in block 25 of NAVMED 6100/1. For completion of training, the established graduation date will be the AVAIL date.

Example: 101201 (YYMMDD)

(g) **Classification of Availability.** The classification identifies reason member is being made available.

Example: "YJ" is for a Sailor returned from limited duty.

(h) **AVAIL UIC:** The UIC to which the member will be assigned while awaiting orders. EAIS provides a fillable entry whereas the NSIPS AVAIL panel does not. Only enter if the AVAIL UIC is different from command UIC. Use remarks section for NSIPS and always include AVAIL UIC when submitting by message, e-mail, or letter, as necessary.

Example: 03361

(i) **Activity Name (ACT NAME):** The activity to which member will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Enter in remarks in NSIPS and EAIS if member will be transferred to a different command to await orders. Always include ACT NAME when submitting by message, e-mail, or letter.

Example: NAVSTA NORVA OTH.

(j) **Class Course Data Processing Code (CDP Code).** Enter the CDP code from which member is graduating upon AVAIL submission.

(k) **Class Standing/Class Ranking.** Enter class standing if known.

4. **AVAIL Remarks.** It is essential that this section of the AVAIL be used to the fullest extent. Commands submitting AVAILs can rarely provide too much additional information in the report. The information submitted is used by NAVPERSCOM in making the correct assignment determination. As such, it is incumbent upon submitting commands to provide all pertinent information and to ensure that the point of contact's name, phone number, and e-mail address are provided in the remarks section.

a. **Applicable Remarks.** Some of these remarks, such as pregnancy and LIMDU AVAILs, have multiple remarks included as they relate to AVAIL information. More than one remark could apply, depending on a member's status.

(1) **Dropped From Course of Instruction:**

- Name of course of instruction.
- Date member was dropped.

(2) **Graduation from Course of Instruction:**

- Name of course of instruction.
- Three duty preferences when no further school applies, as provided by the training command. (Enter if learning center or school did not already provide to assignment control authority (ACA)).

(3) **Pregnancy:**

- Date of 20th week.
- Estimated delivery date.
- Location of household goods (HHG) and dependents' location, if applicable.
- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for assigned pregnancy tour.
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility (MTF).
- Indicate if member has been prescribed any medication(s) that would preclude her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member to aid in placement decision.
- Contact e-mail address and or phone number of the submitting command.

(4) **LIMDU:**

- ICD Code: (provided from medical board) Example: 305.1, 758.2.
- Number of months LIMDU specified in medical board.
- Physical limitations (provided from medical board).
- Location of HHG and dependents location.
- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for LIMDU assignment.
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the MTF.
- Indicate if member has been prescribed any medication(s) that would preclude him or her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member not already provided which would be helpful in determining placement of member.
- Contact e-mail address and or phone number of the submitting command.

(5) **RTD from LIMDU or Physical Evaluation Board (PEB):**

- Date assignment screening was completed.
- World-wide assignable.
- Assignment limited.
- Date reclassification completed and determined disposition for accessions who are RTD after being dropped from course of instruction, when placed on LIMDU and or PEB status. (Personnel who have never been assigned to a permanent duty station in account category code (ACC) 100).
- Member's intentions (e.g., separate, continue on Active Duty, obligate service (OBLISERV) for orders, etc.).

(6) Other Medical Releases that Require Submission of an AVAIL:

- Released from medical hold and returned to duty.

(7) Member marries another Service member while both are assigned to the same non-shore and or operational command or share same reporting senior while assigned to a shore and or non-operational command that does not concur with both Service members having same reporting senior:

- Date of marriage.
- Rate, name, and last four digits of SSN of spouse.
- Request notice of which spouse will be transferred.

(8) Pending Perform to Serve (PTS) Approval:

- Indicate PTS pending.
- Date PTS process started (if known at time of AVAIL submission).

(9) Forced or Lateral Conversion:

- Indicate which was approved (forced or lateral).
- Provide date of approval.
- Reference substantiating document(s).

(10) Recommended for Special Programs:

- Indicate the program for which member is being recommended.
- Reference any substantiating documents.

(11) Nuclear Disqualification (DQ):

- Date of DQ.
- Reference substantiating document(s).

(12) Disqualified from Expeditionary Readiness, Overseas Contingency Operations Support Assignment (OSA) and or Individual Augmentee:

- Explain reason for DQ, in keeping with privacy rules.
- Date of DQ.

(13) Other DQs or Reasons for Reassignment:

- Indicate member's DQ and or why assignment or reassignment is required.
- Date DQ'd.
- Reference substantiating document(s).

(14) Released for Disciplinary Action:

- Last permanent duty station (PDS) and expiration of active obligated service (EAOS) in remarks section. (Required in case EAOS does not already reflect correctly in the Navy master file).
- Class "X" availability reports utilizing code "XB" or "XD" **must** indicate period of confinement and date time group of message from appropriate ACA that approves the command's request for the member not to be returned to last PDS.
- For members apprehended, convicted, and confined while in a travel status, indicate last duty station and new duty station in remarks section (e.g., SNM ENROUTE FRM RTC GREAT LAKES TO CVN-72, SPCM AWARDED 45 DAYS, VIOL ART 80).
- For members confined while en route to a new duty station, specify activity name in the remarks section.
- Last duty station and or ACC.

Example: ACC 100 (last permanent duty station)

- For members with less than 24 months OBLISERV, include in the availability remarks section the member's OBLISERV intentions.

(a) Will OBLISERV for _____ months.

(b) Will not OBLISERV.

b. **Other Remarks** (Other remarks which may apply).

(1) **Present Location of HHGs:**

- Indicate code for HHG and or primary dependency code only when AVAIL has to be submitted by message, e-mail, or letter that are not for pregnant or LIMDU personnel. Locality and homeport codes are available online through command career counselor or at <https://www.npc.navy.mil>.

(2) **Duty Preferences for Undesignated Personnel:**

- Indicate choices for non-rated or undesignated SN, FN, and AN personnel, if volunteered.

- Indicate choices for homeport (must be a fleet concentration area), a minimum of 3 choices for hull type or platform, and 3 choices for overseas duty. Refer to MILPERSMAN 1306-110 and <https://www.npc.navy.mil> for further guidance on enlisted duty preferences.

(3) **Voluntary or Involuntary Flight Duty for AT, AD, AE, and AM Ratings:**

- Indicate whether the member is physically qualified "PHY QUAL." or not physically qualified "NON-PHY QUAL" for duty involving flying as an aircrewman.

- If no facilities exist for conducting a flight physical examination or if time limitations preclude a flight physical examination prior to submission of the AVAIL report, indicate "NO PHY EXAM."

c. **Other.** Remarks not already provided in this article should be provided to aid in determining the placement of member.

d. **Contact.** If unsure of information to be included in the remarks section, contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG).